

7th Grade Research Process: “Step-by-Step” Descriptions

1. Take the survey—determine career topic
✓ **Career/ Topic due by:** _____
2. Explain thesis “formula”: **Topic + subtopic 1 + subtopic 2 + subtopic 3 = Thesis.**
 - ✓ Subtopic 1: Career Overview/ Job outlook
 - ✓ Subtopic 2: Salary
 - ✓ Subtopic 3: Education Training

Thesis statement due by: _____

3. Start looking through sources (see “Helpful Research Links”) and find research that relates to the requirements for each paragraph. (See page 1 of this handout for requirements).

Helpful Research Links:

www.ocis.org **Ohio Career Database-** Research information about each part of a career.

Username: NordoniaHS Password: ohicis03 (ohio-zero-three)

www.easybib.com- Login using your Google account to save & record all of your sources & their bibliographic info. Follow the directions to create a Works Cited page.

www.bls.gov/ooh- **Bureau of Labor Statistics-** use this to find more career information

www.onetonline.org/ -**O*Net-** use this to find more career information

www.kent.edu/admissions/cost/tuition.cfm **Kent State University Admission & Financial Aid-** use this to gather information about the cost of a state college in OH.

4. Create a Works Cited page using www.easybib.com to keep track of the sites you’re using.
 - ✓ Login with your Google Account and/or create a username log-in just for easybib and you’ll be able to have your works cited page automatically saved for you!

Preliminary (first draft) Works Cited Page due by: _____

5. Learn how to take notes from sources without plagiarizing:
 - ✓ paraphrasing
 - ✓ summarizing
 - ✓ directly quoting
 - ✓ use citations (author’s last name and page number) (title and page number), etc.
6. Gather information and fill-in your research organizer (handout). Keep track of which site you took that information from (Title or author and page number).

Research Organizer due by: _____

7. Create a typed outline following MLA format.
 - ✓ proper MLA typing format: Times New Roman, 12 pt. font; double spaced with a title
 - ✓ use/include Roman Numerals to mark each paragraph (I, II, III, IV, and V)
 - ✓ break-down each Roman Numeral into Capital Letters (A, B, C, D, E)
 - All “A”s should be topic sentences
 - All letter B,C, and Ds should refer to another research question/bullet point under that paragraph’s focus.
 - All “E”s should be summary/transition sentences
 - ✓ break down every capital letter B-D into numbers (1, 2 and 3)
 - Capital letters A and E should only break down into #1.

Outline due by: _____

8. Create multiple rough drafts & edit them along the way until your entire paper is complete!

Rough Draft of Introduction paragraph due: _____ **See below:**

- ✓ Begin with a strong attention-getting “hook” to capture reader’s attention
- ✓ the last sentence of your intro should be the approved thesis statement
- ✓ have a trusted peer edit your paragraph using proper editing marks & sign the bottom
- ✓ after making necessary corrections, submit your rough draft (attached to the edited page from your peer) for credit

Rough Draft body paragraph #1 due: _____ **See below:**

- ✓ add transition words
- ✓ use topic sentences (repeat subtopic “buzz words”)
- ✓ conclude each body P with a summary statement
- ✓ have a trusted peer edit your paragraph using proper editing marks & sign the bottom
- ✓ after making necessary corrections, submit your rough draft (attached to the edited page from your peer) for credit

Rough Draft body paragraph #2 due: _____ **See below:**

- ✓ add transition words
- ✓ use topic sentences (repeat subtopic “buzz words”)
- ✓ conclude each body P with a summary statement
- ✓ have a trusted peer edit your paragraph using proper editing marks & sign the bottom
- ✓ after making necessary corrections, submit your rough draft (attached to the edited page from your peer) for credit

Rough Draft body paragraph #3 due: _____ **See below:**

- ✓ add transition words
- ✓ use topic sentences (repeat subtopic “buzz words”)
- ✓ conclude each body P with a summary statement
- ✓ have a trusted peer edit your paragraph using proper editing marks & sign the bottom
- ✓ after making necessary corrections, submit your rough draft (attached to the edited page from your peer) for credit

Rough Draft of Conclusion due: _____ **See below:**

- ✓ Begin your conclusion with a *restated* thesis (It should include the subtopic “buzz words” in the order they appeared in your paper but **SHOULD NOT BE A WORD-FOR-WORD IDENTICAL COPY** of the thesis from your intro paragraph)
- ✓ Reflect on the overall career & explain whether you’re seriously interested in pursuing it or not—and why/why not.
- ✓ End your paragraph with something to leave readers thinking about.
- ✓ have a trusted peer edit your paragraph using proper editing marks & sign the bottom
- ✓ after making necessary corrections, submit your rough draft (attached to the edited page from your peer) for credit

9. Update/Finalize Your Works Cited Page

- ✓ Add any additional sources you used along the way that weren’t already on your Preliminary version.
- ✓ Make corrections to any errors you may have had on your Preliminary Works Cited page that was originally submitted for credit.

10. Self/Peer/Parent Editing

- ✓ use proper editing marks
- ✓ use a colored pen/pencil
- ✓ sign-off on the bottom of the page

11. Final Draft with updated Works Cited Page

- ✓ must be in MLA formatting
 - double spaced
 - proper header in upper right hand corner
 - proper heading in upper left hand corner
 - Works Cited Page-- double spaced on separate page
 - typed in Times New Roman, size 12 point font.
 - aligned to the Final Research Paper Scoring Rubric

Final draft due by: _____

IMPORTANT NOTE! READ CAREFULLY!!!!

- -1 letter grade (10%) will be deducted EACH DAY your paper is late!!!!!!
- If your paper does not contain the minimum requirements as described through Steps 1-11, it may be returned to you with instructions to correct it. If this happens, it will be considered late. Therefore, make sure you're submitting QUALITY WORK and make sure you're ON TIME the first time!

12. Take the Research Unit Test.

- ✓ This test will assess your ability and knowledge of all the steps of the research unit, including writing a thesis statement, organizing a paper around the thesis (with subtopics), writing an outline, the function and format of parenthetical citations, Works Cited Page, etc.

13. Celebrate! Congratulations! ☺ You're officially done with the Research Paper Unit! ☺

